



**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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BILL LEE
GOVERNOR

DANIELLE W. BARNES
COMMISSIONER

July 13, 2020

Mark Elliott, Board Chair
Community Development Institute Head Start
10065 East Harvard Avenue
Suite 700
Denver, Colorado 80231-5915

Dear Mr. Elliott,

The Department of Human Services (DHS) - Division of Audit Services staff conducted a limited desk review of the Child and Adult Care Food Program (CACFP) at Community Development Institute Head Start (Sponsor), Application Agreement number 00-739, during the period of May 14, 2020 through May 29, 2020. Our scope of the review was for reimbursement made to the Sponsor for February 2020.

Due to the outbreak and the risk that COVID19 poses to the Sponsor and our staff, the review was limited to verification, based on review of the documents obtained from Sponsor, via e-mail, mail, or other electronic transmission of documents. We were able to obtain information from the feeding sites during the unannounced site visits completed in February 2020 and from Sponsor staff via telephone or e-mail relative to the operation and administration of the CACFP.

The purpose of this review was to determine if the Sponsor complied with USDA regulations set through the COVID-19 period, taking into consideration the waivers granted to the Sponsor's operation. Also, to determine if the Sponsor complied with the applicable *Title 7 of the Code of Federal Regulations* (CFR) applicable parts, provider agreements, and applicable Federal and State regulations.

Based on our review of the Sponsor's records and information provided, the Sponsor had 12 Head Start locations operating during the review period. The centers selected for the sample were **Head Home Head Start, Shalom Zone Head Start, and Smyrna Head Start.**

Important COVID-19 note: Due to the current outbreak and the risk that COVID19 poses to your organization personnel and our staff, our staff are working from home with no or very limited access to the office. Therefore, we will not send a copy of this report via regular mail until further notice. Please confirm the receipt of this email as it is currently the only option to communicate with you. If you need any assistance or have any questions, please do not hesitate to contact us

via email.

Background

CACFP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement meals served. Meals served by participating Sponsors must meet the minimum guidelines set by the United States Department of Agriculture (USDA) and DHS to be eligible for reimbursement. The CACFP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) for reimbursement.

We inspected meal count sheets for our test period and reconciled the meals claimed for reimbursement to the meals reported as served for each meal service. We also reviewed documentation of the Sponsor's financial transactions including, but not limited to, purchases of food. In addition, we observed meal services during the test month at the sample centers.

Our review of the Sponsor's records for February 2020 revealed no significant deficiencies.

Technical Assistance Provided

Technical assistance regarding infant meal patterns and menus was provided on May 29, 2020.

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Sean Baker, Audit Director 2, at 615-313-4727 or Sean.Baker@tn.gov.

Sincerely,



Sam O. Alzoubi, CFE
Director of Audit Services

Exhibits

cc: Kristy Baker, CACFP Program Manager, Community Development Institute
Carmen Maples, Nutrition Coordinator, Community Development Institute
Allette Vayda, Director of Operations, Child and Adult Care Food Programs
Debra Pasta, Program Manager, Child and Adult Care Food Program
Elke Moore, Administrative Services Assistant 3, Child and Adult Care Food Program
Constance Moore, Program Specialist, Child and Adult Care Food Program
Marty Widner, Program Specialist, Child and Adult Care Food Program
Comptroller of the Treasury, State of Tennessee

Exhibit A

Sponsor of Head Start Program Data

Sponsor: Community Development Institute Head Start

Review Month/Year: February 2020

Total Reimbursement: \$45,617.54

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	18	18
Number of Sites	12	12
Total Attendance	8,584	8,584
Number of Breakfasts Served	8,252	8,252
Number of Lunches Served	8,168	8,168
Number of Supplements Served	682	682

Exhibit B

Head Start Site Data

Site: Head Home Head Start

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	17	17
Total Attendance	241	241
Number of Breakfasts Served	230	230
Number of Lunches Served	240	240

Exhibit C

Head Start Site Data

Site: Shalom Zone Head Start

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	16	16
Total Attendance	1,083	1,083
Number of Breakfasts Served	1,019	1,019
Number of Lunches Served	1,021	1,021
Number of Supplements Served	34	34

Exhibit D

Head Start Site Data

Site: Smyrna Head Start

Site Meal Service Reconciliation and Monitor Activity	Reported on Claim	Reconciled to Documentation
Total Days of CACFP Food Service	16	16
Total Attendance	1,551	1,551
Number of Breakfasts Served	1,490	1,490
Number of Lunches Served	1,439	1,439